

## *Fall 2006 Classes*

### *In the South Lot Computer Lab*

<p><b>GED / Adult Education</b></p> <p>Instructor: Jim Shaeffer 651-3205</p> <p><b>September 26 – December 7</b></p> <p>Everett Comm College Will register in class.</p>	<p><b>Tues / Thurs</b> <b>8:30 – 11:20 am</b> <b>OR</b> <b>Tues / Thurs</b> <b>4 – 6:30 pm</b></p> <p><i>Open lab on Mon/Wed from 8:30-11:30 am</i> <i>(You may use these times in place of or addition to the Tues/Thurs class)</i></p>	<ul style="list-style-type: none"> <li>• Develop skills necessary to pass the GED</li> <li>• Refresh your math, reading, writing, or typing skills. One-on-one tutoring available.</li> <li>• Class open for all Washington state residents age 16 and older. Students 18 and under will need a permission slip from their last school attended.</li> <li>• <b>\$25 tuition fee for this class.</b> Tulalip Higher Education will pay tuition for tribal members. A tuition waiver is available for eligible students.</li> </ul> <p><u>To Sign-up:</u> Come to class Monday through Thursday at 8:30 am or Tues/Thurs at 4 pm; new students will take a reading-math appraisal (2 hours). You may start the class at <u>any time</u> during the quarter.</p>			
<p><b>Computer Office Skills</b></p> <p>Instructor: Jim Shaeffer 651-3205</p> <p>Edmonds CC Will register in class. Limit of 20 students</p>	<p><b>Tues / Thurs</b> <b>1 – 3:30 pm</b></p> <p><b>Sept 19 – Nov 9</b></p> <p>16 class sessions</p>	<ul style="list-style-type: none"> <li>• <b>Computing Fundamentals:</b> learn computer hardware, software, and Windows</li> <li>• <b>Key Applications:</b> build typing skills, learn essentials of word processing and spreadsheet applications</li> <li>• <b>Living Online:</b> learn the Internet and e-mail</li> </ul> <p><b>Free class for Native Americans, their families, and employees of Tulalip Tribes, Casino/Bingo</b></p>			
<p><b>Accounting 101</b></p> <p>Instructor: Jim Shaeffer 651-3205</p> <p>Edmonds CC Will register in class. Limit of 20 students</p>	<p><b><i>New Class</i></b></p> <p><b>Mon / Wed</b> <b>1 – 3:30 pm</b></p> <p><b>Sept 18 – Dec 6</b></p>	<ul style="list-style-type: none"> <li>• Accounting concepts &amp; procedures</li> <li>• The accounting cycle</li> <li>• Bank procedures &amp; cash</li> <li>• Payroll concepts &amp; procedures</li> <li>• Peachtree accounting software</li> </ul> <p><b>Free class for Native Americans, their families, &amp; employees of Tulalip Tribes, Casino/Bingo</b></p>			
<p><b>Computer Workshops</b></p> <p>Instructor: Jim Shaeffer Certificates will be given Will register in class. Limit of 20.</p>	<p><i>Learn the fundamentals of Microsoft Office!</i></p> <p><b>Friday mornings</b> <b>8:30 – 11:30 am</b></p>	<table border="1"> <tr> <td> <ul style="list-style-type: none"> <li>• Oct 6</li> <li>• Oct 13</li> <li>• Oct 20</li> <li>• Oct 27</li> <li>• Nov 3</li> <li>• Nov 17</li> <li>• Dec 1</li> <li>• Dec 8</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Word I</li> <li>• Word II</li> <li>• Excel I</li> <li>• Excel II</li> <li>• Access I</li> <li>• Access II</li> <li>• PowerPt</li> <li>• Outlook</li> </ul> </td> <td> <p><b>Free class for Native Americans, their families, and employees of Tulalip Tribes, Casino/Bingo</b></p> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Oct 6</li> <li>• Oct 13</li> <li>• Oct 20</li> <li>• Oct 27</li> <li>• Nov 3</li> <li>• Nov 17</li> <li>• Dec 1</li> <li>• Dec 8</li> </ul>	<ul style="list-style-type: none"> <li>• Word I</li> <li>• Word II</li> <li>• Excel I</li> <li>• Excel II</li> <li>• Access I</li> <li>• Access II</li> <li>• PowerPt</li> <li>• Outlook</li> </ul>	<p><b>Free class for Native Americans, their families, and employees of Tulalip Tribes, Casino/Bingo</b></p>
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